

**Alaska Alternate Assessment
New Mentor Training
October 15, 16, and 17, 2012**

Vocational Training & Resource Center
3239 Hospital Drive
Juneau, Alaska 99801
(T) 907-463-7375

Facilitators:

Aran Felix, Alternate Assessment Program Manager, Alaska Department of Education
Kim Sherman, Coordinator of Process for Alaska Alternate Assessment, Dillard Research Associates
Dan Farley, Coordinator of Deliverables for Alaska Alternate Assessment, Dillard Research Associates

Goals:

1. DRA and EED staff will provide training and supervision of new mentors to ensure consistency and standardization in training. Mentors-in-Training will participate in the two and one-half day New Mentor training and will meet the objectives outlined below. The training will utilize and model the initial resources and strategies Qualified Mentor Trainers will use in training district staff to become Qualified Assessors. Further training for New Mentors is provided at the Annual Mentor Training in Anchorage on November 7 and 8, 2012.
2. Mentors in training may be new Assessors-in-Training or returning Qualified Assessors who are moving to the next level. All attending the New Mentor training must commit to completing all required tasks and attending the Annual Mentor Training, November 7 and 8, 2012.
3. **Qualified Assessor and Qualified Trainer Roles:** Learn about the requirements to become a Qualified *Assessor* and the requirements to become a Qualified Mentor *Trainers* as well as the role of Alternate Assessment Mentors in their district.
4. **Overview of Alaska's Alternate Assessment:** Eligibility criteria, explanation of the alternate assessment, legal and historical background of alternate assessments, the importance of test security, the significance of training for reliability and validity, and relationship or reliability and validity to administering and scoring alternate assessments
5. **Hands-on training in the computer lab:** Complete the required online training, scoring, and proficiency modules for reading, writing, mathematics, science, and test administration rules and procedures.
6. **Administration and Scoring of Practice Tests:** Participants will become competent at administering and scoring the reading, writing, mathematics, science, and ELOS practice tests to each other using student materials and scoring protocols.
7. **Evaluation of Scoring Protocols:** Participants will evaluate a set of scoring protocols for completeness and accuracy using the *Protocol Review Sheet* and the *Scoring Protocol Review Procedures*. This is the process that Mentors must perform for their Protégés. Mentor-in-Training scores will be reviewed for inter-rater reliability by the vendor.
8. **Vendor and Department Review:** The test vendor will re-score all participants scoring protocols in order to determine participant's ability to evaluate another person's ability to administer and score the alternate assessments. Incomplete work, or work with critical errors, will be returned to the Mentor-in-Training for completion.

Schedule and Attendance Expectations:

New Assessors must attend all three days of training.

Returning Assessors have the option of completing the work for Day 1 on their own prior to coming to Juneau.

ALL participants must register with Nikki Ward by September 21, 2012. Telephone: 907.465.8434 or email: nikki.ward@alaska.gov

- - Previously trained QAs must indicate if they will complete the Day 1 sections independently or attend the Juneau session in person on October 15.

	Day 1 -10/15/2012 9:30AM - 5:00PM	Day 2 - 10/16/2012 8:00AM - 5:00PM	Day 3 - 10/17/2012 8:00AM - 5:00PM
New Assessors	required	required	required
Returning Assessors	(optional)	required	required

- All participants in the New Mentor Training must complete the training sections that include the Updates section, the Calendar of Important Dates, the Administration section, the Administration Proficiency Test, the Science Training, and the Science Proficiency Test prior to the beginning of Day 2 of the training at 8:00 AM, October 16, 2012.
 - New Assessors-in-Training (participants who have never completed training in the Alaska Alternate Assessment) must attend all three training days in Juneau (October 15, 16, and 17, 2012).
 - Previously trained Qualified Assessors who are renewing their skills and seeking to become Qualified Mentor-Trainers may either attend all three days of training in Juneau (October 15–17), **OR** they may choose to complete the activities for Day 1, October 15, independently, prior to attending the mandatory training days on October 16 and 17, 2012.
 - Previously trained QAs who choose to complete Day 1 activities independently must complete the online training from the Updates section, the Calendar of Important Dates, the Administration section, the Administration Proficiency Test, the Science Training, and the Science Proficiency Test by October 12, 2012.
- The agenda and schedule for October 15, October 16, and October 17 are described below.

New Mentor Training, Day 1 - Monday October 15, 2012

Time	Topic	
<i>Training to become a Qualified Assessor</i>		
9:30	Sign-in, receive materials, coffee	* Take breaks, as needed
9:45 – 10:00	Introductions (Aran)	1) Explain purpose and logistics of 1/2 day pre-training 2) Review the following handouts and resources (Aran): Summary of Mentor-Trainer Training Sequence –3 ring Supporting Materials [white/yellow];
Getting Started: Log-In, Begin training in Administration		
10:00 – 11:45	Enroll in the ak.k12test.com system	1. Log in 2. Update User information 3. Model and practice using Support Documents 4. Review "Navigating through the ak.k12test.com site system" 5. Complete training: Updates 6. Complete training: Calendar of Important Dates 7. Complete training: Administration Training
11:45-1:00	Lunch on own (must complete the morning's training session before 1:00)	(Note: The Twin Lakes Café is located in the VTRC building and serves Japanese and American food. Lunch may take a while to prepare, so we will submit your orders early. You may eat lunch at the tables on the second floor or in the restaurant.)
Administration Proficiency Test		
1:00 – 2:30		1. Instruction on strategies for taking the Proficiency Tests in Administration 2. After first attempt, re-teaching as a group around items missed and clarifications 3. Re-take the Administration Proficiency Test
Science Training and Proficiency Test		
2:30 – 5:00		1. Science Training Science Practice Test Administration Person 1 – Fill out front page, Read General Instructions, Administer Tasks 4.8, 1.10, 2.10, 3.10 Person 2 – Read General Instructions, Administer Tasks 1.4, 2. Instruction on strategies for taking the Proficiency Test 2.4, 3.4, 4.4

		3. Proficiency Test in Science 4. After first attempt, re-teaching as a group around items missed and clarifications 5. Re-take the Science Proficiency Test 6. Homework (if needed): Complete and pass the Administration and Science Proficiency Tests.

New Mentor Training, Day 2 - Tuesday, October 16, 2012

Time	Topic	
<i>Introduction for whole group</i>		
8:00	Doors Open for Participants Sign-in, receive materials, coffee, take lunch orders	* Take breaks, as needed
8:15-8:30	Introductions (Aran)	1. Explain purpose and logistics of 2-day training (Group instructions, room changes, paired practice, individual skill assessment). 2. Registering for University credit 3. Roles of participant, DRA, and EED 4. Test Security Agreements 5. Collect Lunch Orders
8:30 – 8:45	Organizing for Training	1. Review procedures for administering and scoring practice tests (Reading and Math) 2. Material preparation, allowable accommodations, General Directions, Task Directions 3. Assign partners 4. Review of administration and scoring rules 5. Review of practice test materials, scoring procedures and protocols

8:45 – 9:30	Modeling materials use, navigating in training Getting started: ONLINE System	<ol style="list-style-type: none"> 1. Registration, Log-in, Personal info update 2. Expectations about Training Modules, Practice Tests, then Proficiency Exams. 3. Navigating in online system 4. Using the <i>Supporting Documents (distribute updates)</i>, Overview of online system. 5. Moving between proficiency tests and training 6. Resets if an AIT fails to pass the proficiency exams in two tries. (Consequences for returning Assessors/ Mentors)
Qualified Assessor Training – Reading		
9:30-10:15	Complete Reading training modules (Reading Training 1-4).	Whole group Online Reading Training Class training ELOS
10:15 – 11:00	Reading Practice Test Administration (Standard and ELOS) -Exam	<ol style="list-style-type: none"> 1. Reading Practice Test [blue] – pairs Person 1 – Fill out front page, Read General Instructions, Administer Tasks 1.34B, 1.56A, 2.56A-B, 1.78B, and all Reading ELOS [orange] Person 2 – Read General Instructions, Tasks 1.78C, 1.910A, 2.910 C-D
11:00-12:00	Reading Proficiency Tests (online)	<ol style="list-style-type: none"> 2. Proficiency Tests – on own, no discussion/question 3. Review proficiency tests, answer questions, model searching training modules – whole group 4. Proficiency Retakes – on own Note: Proficiency tests are your exam. Need 80% to pass.
12:00-1:00	Lunch on own (lunches will come up at different times, so	(Note: The Twin Lakes Café is located in the VTRC building and serves Japanese and American food. Lunch may take a while to prepare, so we will submit your orders early. You may eat lunch at the tables on the second floor or in the restaurant.)
New Mentor Training – Reading Exam		
1:00-1:45	Evaluate and score a Protégé’s Scoring Protocol	
Qualified Assessor Training – Math		
1:00 – 1:45	Complete Math training modules (Math Training 1-4).	Whole group Online Math Training
1:45 – 3:15	Math Practice Test Administration (Standard	<ol style="list-style-type: none"> 1. Math Practice Test [green]– pairs

	and ELOS) Math Proficiency Tests (online)	<p>Person 1 – Fill out front page, Read General Instructions, Administer Tasks 1.34, 1.56A, 1.56B, 3.56, 6.56B, 1.78C, 2.78</p> <p>Person 2 – Read General Instructions, Administer Tasks 4.78, 5.78B, 5.78C, 6.78B, 6.78C, 1.910A, 5.910A and all Math ELOS [goldenrod]</p> <p>2. Proficiency Tests – on own, no discussion/question</p> <p>3. Review proficiency tests, answer questions, model searching training modules – whole group</p> <p>4. Proficiency Retakes – on own</p> <p>Note: Proficiency tests are your exam. Need 80% to pass.</p>
3:15	Science Practice Test for participants who did not attend October 1.	<p>Science Practice Test [yellow]– pairs</p> <p>Person 1 – Fill out front page, Read General Instructions, Administer Tasks 4.8, 1.10, 2.10, 3.10</p> <p>Person 2 – Read General Instructions, Administer Tasks 1.4, 2.4, 3.4, 4.4</p>
	NOTE: Your work will be collected and re-scored by the vendor for accuracy/completeness.	

New Mentor Training, Day 3 - Wednesday October 17, 2012

Time	Topic	
8:00	Doors Open for Participants Sign-in, receive materials, coffee, take lunch orders	* Take breaks, as needed
8:15-8:30	Overview of the day	Distribute materials, orient to documents Take Lunch Orders
<i>Qualified Assessor Training – Writing</i>		
8:30 – 11:30	Training in administering and scoring the Writing Assessment, using the Writing Scoring Manual and accompanying Workbook.	Whole group, guided training
11:30-12:30	Lunch on own	(Note: The Twin Lakes Café is located in the VTRC building and serves Japanese and American food. Lunch may take a while to prepare, so we will submit your orders early. You may eat lunch at the tables on the second floor or in the restaurant.)
<i>Qualified Assessor Training – Online Writing component</i>		
12:30 – 1:15	Complete Writing training modules (Writing Training 1-5).	Whole group

		Online Math Training
1:15 – 3:00		<p>1. Writing Practice Test [pink]– pairs Person 1 – Fill out front page, Read General Instructions, Administer Tasks 1.34B, 1.56A, 1.56B*, 1.78D* Person 2 – Read General Instructions, Administer Tasks 1.78C, 1.910A, 1.910B* *Both partners will score 1.56B, 1.78D, and 1.910B</p> <p>2. Proficiency Tests – on own, no discussion/questions</p> <p>3. Review proficiency tests, answer questions, model searching training modules – whole group</p> <p>4. Proficiency Retakes – on own</p> <p>Note: Proficiency tests are your exam. Need 80% to pass.</p>
<i>Training to become a Qualified Mentor-Trainer</i>		
3:00 – 4:00	Evaluating a Protégé's Practice Test Administration	<p>Whole group instruction in evaluating protégé work.</p> <p>Individual evaluations of protégé work [white]</p> <p>Note: Evaluating Protégé's work is your exam and will be turned in.</p>
4:00 – 5:00	Individual coaching as needed	
Training to Become a Mentor: Review Protégé's Scoring Protocol		

Introduce Implementation plans

Transportation

Shuttle:

For those participants staying at the Westmark Baranof Hotel, a shuttle will be provided to take you from the VTRC. Shuttle will depart the hotel at 7:45 AM sharp each morning and will pick you up in the afternoon from the VTRC (5:00PM on October 15, 16, and 17).

Bus:

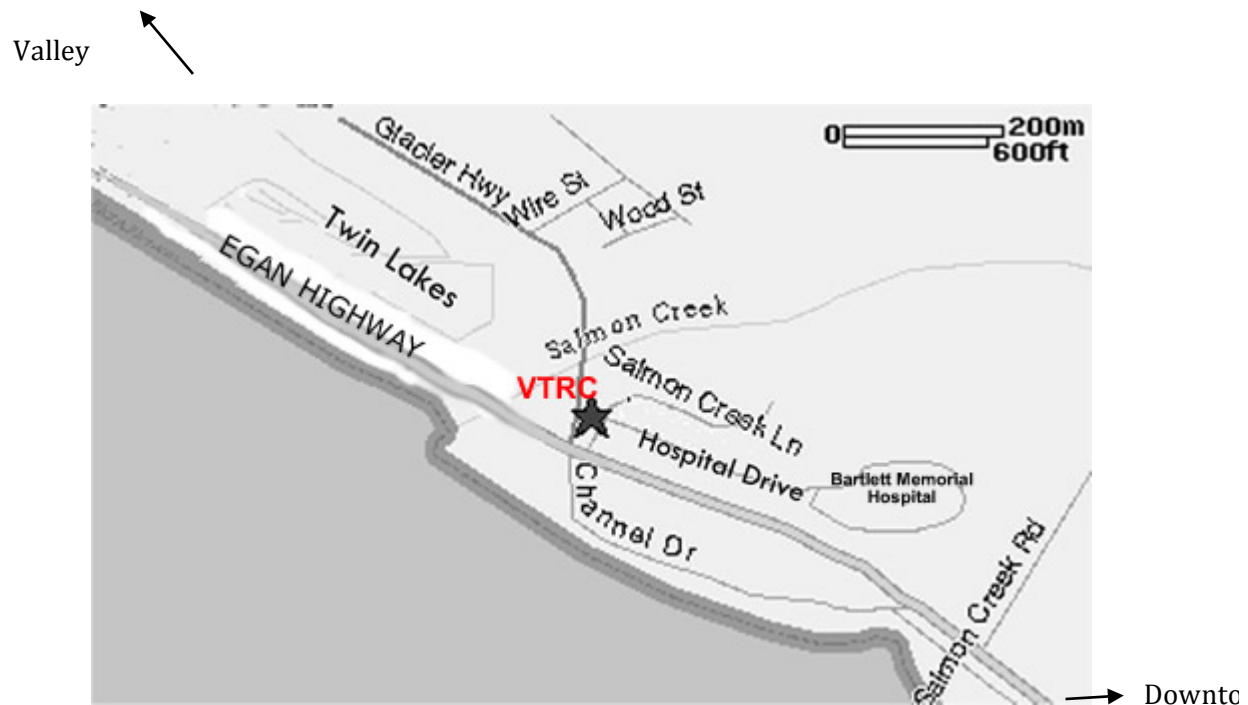
In Juneau, [Capital Transit](#) (city bus service) has a bus stop at the VTRC. To receive bus schedule information call 789-6901.

Car:

The VTRC has parking available for up to 25 cars and 2 handicapped parking spaces.

Walking:

Occasionally people decide to walk! If you do decide to walk, please leave yourself plenty of time. From downtown Juneau to the VTRC it is a 90+ minute walk for brisk walkers. Please allow plenty of time.



Notes

The Twin Lakes Cafe is proud to serve fine Japanese & American cuisine at an affordable price.
<http://www.vtrc.org/misc/TwinLakeCafe.htm>

VTRC will provide coffee and tea in the mornings. You may bring in your own drink to the VTRC, but it must have a lid.